

This citation is either payable or requires a court appearance. You must respond to your citation within 30 days of the date of your offense. Please review options for resolution:

**If Court Required:**

If your citation requires a court appearance, a notice will be mailed to the address on your citation. If the address is incorrect, you must verify court date with Court Administration and update your current address.

**Payable Option 1: Pay the Fine in Full**

Any payment is:

1. A plea of **GUILTY** to **all** offenses charged on the citation
2. An admission that you understand voluntarily and waive the following rights to:
  - a. a trial to the court or jury
  - b. be represented by counsel
  - c. be presumed innocent until proven guilty beyond a reasonable doubt.
  - d. confront and cross-examine all witnesses against you
  - e. either remain silent or to testify on your own behalf
  - f. subpoena witnesses

Payment Options: Have your citation number available.

- Online: MasterCard or Visa: [www.mncourts.gov](http://www.mncourts.gov)
- Phone: MasterCard or Visa: 651-281-3219 or 1-800-657-3611
- Mail: Check or money order payable to Court Administration.  
Minnesota Court Payment Center  
P.O. Box 898  
Willmar, Minnesota 56201

Notice of Surcharge

Per Minnesota Statute 357.021 subd 6, a state imposed surcharge is included in the fine amounts listed on reverse (parking offenses \$12, all other criminal and traffic \$75).

A CHARGE OF \$30 WILL BE ASSESSED TO ALL RETURNED CHECKS.  
Issuance of a worthless check to the court is a crime (MS 609.113 subd 2)

**Payable Option 2: See a Hearing Officer**

Appear in person with photo ID and your citation to attempt a settlement on your payable offense. If an agreement cannot be reached a court date may be scheduled.

***Please verify citation has been received in Court Administration prior to appearing.***

Stillwater Courthouse: Walk-in Service  
Washington County Courthouse  
14949 62<sup>nd</sup> Street North, Stillwater, MN 55082  
Monday – Friday 8:00 am to 4:00 pm  
(may not be available during lunch hour)

Note: Court Administration is closed Tuesday mornings 8-12:30

Cottage Grove Service Center: By Appointment Only  
Appointments available Wednesday only – call to schedule 651-430-6279  
Washington County Service Center – Cottage Grove  
13000 Ravine Parkway S, Cottage Grove, MN 55016

Defendants living 70+ miles from Washington County Government Center may request settlement by mail through Hearing Office. See website for details.

Failure to Appear Notice

Failure to pay the fine, see a hearing officer, and/or appear in court if required will result in additional penalties including: issuance of a warrant, driver license suspense, entry of guilty plea, and/or referral to collections. M.S. § 169.92

For additional information:

[HTTP://WWW.MNCOURTS.GOV/WASHINGTONCOUNTY](http://www.mncourts.gov/washingtoncounty)

**651-430-6279**

TTY: 651-430-6246

(Revised 4/29/10)

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